North Carolina
Division of Aging

Computer Keyes

de

Data Entry Program/Instructions

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COMPUTER KEYES DATA ENTRY PROGRAM

INTRODUCTION

The Data Entry Program is executed directly from the A: prompt using the DE command.

The program will display an initial screen and prompt the operator for a format name. A valid format (UNITFMT.FMT) created by the Format Generator must already exist in the specified directory.

After the program loads the format, it will prompt the operator for a filename. The program will create a data file with the record length that is specified in the format. The CR/LF attribute in the format will determine if carriage return/lien feeds will be placed after each record. If the file already exists on the disk, then the program will check to make sure that it is a valid data entry file with the correct record length allowing it to be updated.

HOW TO START AND STOP THE DATA ENTRY PROGRAM

1. After inserting your Computer Keyes System Disk in drive A: enter the DE batch command with or without the optional parameters.

   > Type: DE {format} {,filename}

   NOTE: File name must be preceded by a comma even if the format name is not keyed.

2. The Data Entry Program screen should appear and it will load in the format, if it was specified in the DE command.

3. If the filename was specified in the DE command, the program will create it with the correct record length and CR/LF attribute, as specified in the format. If the file already exists, the program will allow it to be updated.

4. When you are finished keying data, end the task.

   Press: Alt-F10 (End Task)

It is recommended that you create a subdirectory on your hard drive and copy the computer keyes system disk.

WHAT IS THE STATUS AREA?

The Status area refers to the top 6 lines of the Data Entry Screen. The bottom 18 lines of the display contain your formats.

Record #	Next#	Rec Len	Dup/Skip	DATA ENTRY PROGRAM
XXX	XXX	XXXY	DEKB	Verify

Instructions Here…
XXRecord Format Name   Format:XXXXXXXX File:XXXXXXXX
Batch Totals/Verify Mismatches/Previous Record here……
Continued onto this line…..
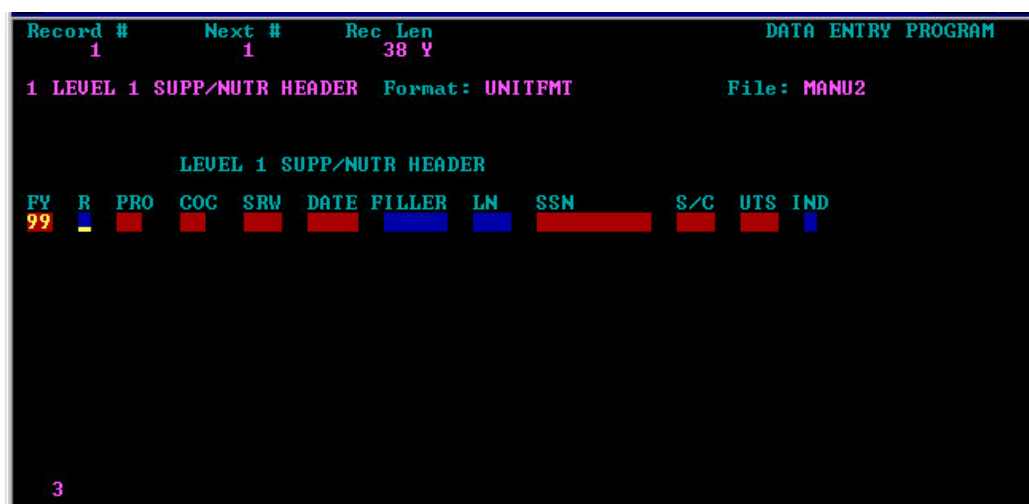
Record

This indicates the current record number that is being displayed. Record numbers may range from 1 to 9999.

Next

This number indicates the next record number that is available to enter into the data entry file.

Rec Len

This is the record length and CR/LF attribute of the data entry file as specified in the format.

DEKB

This message indicates that the DE style keyboard has been activated by the operator. The DE style keyboard can be activated or deactivated by pressing (Alt-K).

Dup/Skip

This message indicates that Dup/Skip has been activated. It may be activated or deactivated by pressing (F1). Fields that were described as Auto Dup or Auto Skip in the format will be duplicated or skipped, respectively.

Verify

This message indicates that the program is in the Verify mode. Verify mode may be activated or deactivated by pressing (Alt-F1)

The Third Line:

Instructions messages are displayed here to prompt the operator for any input data that is needed by the program to perform a particularly task. These are usually in response to a function key being pressed.

The Fourth Line:

The current record format, the Format name, and the File name are all displayed in the 4th line of the Status area.

The Fifth & Sixth Lines:

The Batch Total Accumulators, any Verify Mismatch fields, or up to 156 characters of the previous record are displayed in the 5th & 6th lines of the Status area.

MORE ABOUT VERIFICATION

After keying data into a file, the operator may then verify the data. As the verify operator keys that data, each character is checked and compared to the original data. Characters that do not match the original data will cause the program to sound an alarm and lock the keyboard.

Verify Correction

An Error Reset key (ESC) allows the operator to unlock the keyboard and correct a mismatched character. After unlocking the keyboard, if the operator keys the same character that caused the mismatch, a verify correction is performed.

Field Correction

Fields with multiple mismatches, and right justify fields with an incorrect number of characters keyed, may have to be corrected using a Field Correction key (also ESC). After pressing the ESC key, the program allows the operator to key the field without checking it, the program will then force the operator to verify the corrected field.

Displaying Original Field

By pressing the ESC key twice the operator can view the original field in the Status areas, if this becomes necessary. After viewing the original field the program will be in Field Correction mode. The operator may continue keying in the Field Correction mode or may press the ESC key a third time to put the program back into regular Verify mode.

Original fields that have been corrected are shown to verify operator in the Status area. The record in the data file will not actually be changed until the entire record has been verified and a RECORD ADVANCE has been performed. The verify operator may add, change, insert, or delete records at any time during the process.

Scanning the Data

Pressing the Record Backspace or Record Advance keys without keying any data will allow the operator to scan the file in the Status area without verifying the data. When record advancing or record backspacing, deleted records are bypassed. The PgUp or PgDn keys may also be used to scan the file.

The operator may remove the program from Verify mode at any time by pressing Alt-F1. Then return to Verify mode later. This may be useful in determining if duplicate records have been keyed in the file, or if records have been missed.

Deleting or inserting Records

When extra records have been keyed simply delete them by pressing Alt-F4 (Delete Record). When records have been omitted, use Alt-F3 (Insert Records) to make space available. After keying in any new records, the program will automatically switch back into Verify mode and force you to re-verify the inserted records.

HOW TO BYPASS CERTAIN FIELDS DURING VERIFY

In some applications there may be fields that you do not wish to verify, such as names or addresses. But data in the remaining fields of the record that need to be verified.

A verify bypass can be accomplished by keying a "B" in the Field Type column in the Format Generator. This defines the field as a verify Bypass field.

The program will automatically display the data from the original records for Verify Bypass fields. The cursor will automatically jump over them. The operator may visually verify the data in the fields, and can still change the bypassed fields by field backspacing into them.

HOW TO ENTER RECORDS INTO A NEW FILE

1. Select the record format to be used.
   Press: F2 (Chg Fmt)
   Select the desired number 0-24

2. Key data into the fields for the first record.

   NOTE: Records are not entered into the file until a Record Advance is performed. Auto Rec Adv will occur after the last field is entered.

3. Turn on automatic duplication and skipping if desired.

   Press: F1 (Dup/Skip)

   Key additional records.

4. To end the program after the last record is keyed.

   Press: Alt-F10 (End Task)

HOW TO ADD RECORDS TO AN EXISTING FILE

1. If you will be adding records to an existing file jump to the end of the file.

   Press: Alt-F8 (End)
   Press: Rec Adv

2. Select the desired format, if it is not already displayed.

   Press F2 (Chg Fmt)
   Select the desired number 0-24.

3. Turn on automatic duplication and skipping if desired.

   Press: F1 (Dup/Skip)

4. Key additional records.

5. To end the program after the last record is keyed.

    Press: Alt-F10 (End Task)

HOW TO UPDATE RECORDS IN AN EXISTING FILE

1. Find an display the record to be updated using one of the search methods, or simply paging through the file.

2. If record codes are being used, the correct format should be automatically displayed. If not, Change to the desired format.

    Press: F2 (Chg Fmt)
    Select the desired number 0-24

3. Advance to the field desired using one or more of the cursor movement keys, the Field Adv, or New Line key. (Do not use any of the Field Exit keys).

    You may access a Skipped Prefilled field by Field Backspacing into it with Dup/Skip turned OFF.

4. Change the field or fields desired then press the Rec Adv key.

    NOTE: Records are not updated in the file until the Rec Adv key is pressed. Auto Rec Adv will occur after the last field is entered on the screen.

5. Repeat steps 1-4 for any additional changes.

6. To end the program after the last record has been changed.

    Press: Alt-F10 (End Task)

HOW TO VERIFY RECORDS

1. Place the program into Verify mode.

    Press: Alt-F1 (Verify)
    The program will jump tot he next record that is to be verified.

2. If record codes are being used, the correct format should be automatically displayed. If not, change to the desired format.

    Press: F2 (Chg Fmt)
    Select the desired number 0-24

3. Key the data onto the screen just as if the program were in Enter mode.

4. Turn on automatic duplication and skipping, if desired.

   Press: F1 (Dup/Skip)

5. If a verify mismatch is found, the terminal will beep. Unlock the keyboard using the ESC key and key the character correctly. Verify corrections are written to the file after the last field is verified and a Record Advance is performed.

6. Verify additional records.

7. To end the program after the last record is verified.

   Press: Alt-F10 (End Task)
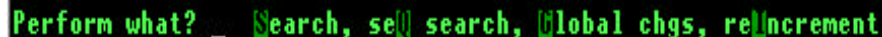
HOW TO SEARCH FOR RECORDS

1. Place the program into Search mode.

   Press: F6   (Perform Function)
   Type: S   (Search by Content)
     Or: Q   (Search Seq Content)

   `Perform what? _  Search, seQ search, Global chgs, reIncrement`

2. Select the desired format of the record being search for.
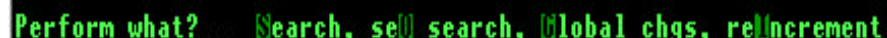
   Press: F2 (Chg Fmt) Select the desired number 0-24.

3. Key the search data onto the screen.

4. Start the search.

5. The program will start the search at the record following the current record. All fields keyed in the search data must match for the search to be successful.

6. If a record is displayed but it is not the desired record, the search may be continued at the next Record in the file,

   Press: F6   (Perform Function)
   Type: S   (Search by Content)
   Press: Record Adv
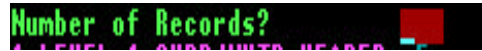
   `Perform what? _  Search, seQ search, Global chgs, reIncrement`

HOW TO INSERT RECORDS

1. Display the record that should be moved down in the file, to allow for additional records to be inserted.

2. Place the program into Insert mode.

   Press: Alt-F3 (Ins Rec)

3. Key the number of records to insert then press a Field Exit key.

4. The program will move all records, starting with the current record, toward the end of the file. The vacated spaces are filled with deleted blank records.

5. Select the desired format for the new records to be inserted.

   Press: F2 (Chg Fmt)
   Select the desired number 0-24

6. Reactivate each deleted record and key new data for each of the inserted records.

   Press: Alt-F6 (reActivate a record)

HOW TO CHANGE A FIELD FOR MANY RECORDS IN A BATCH

1. Display the first record that is to be changed.

2. Switch to Global Change mode.

   Press: F6 (Perform Function)
   Type: G (Global Changes)

3. If you wish to change only records that are for a particular format, then be sure that the record code for that format is on the screen.

4. If you wish to change all records regardless of the record codes, then you must clear the record off the screen.

5. Enter the characters on the screen that you wish to have changed for all records. To change a character to a blank, you must key a period "." in its place. Then **Press: Rec Adv**

6. The program will ask you to "Key Ending Record #". Enter the last record number that you wish to have changes made (usually the end of a batch), then press a Field Exit key.

7. All non-blank characters in the change record will be changed in the file from the current record to the ending record number that you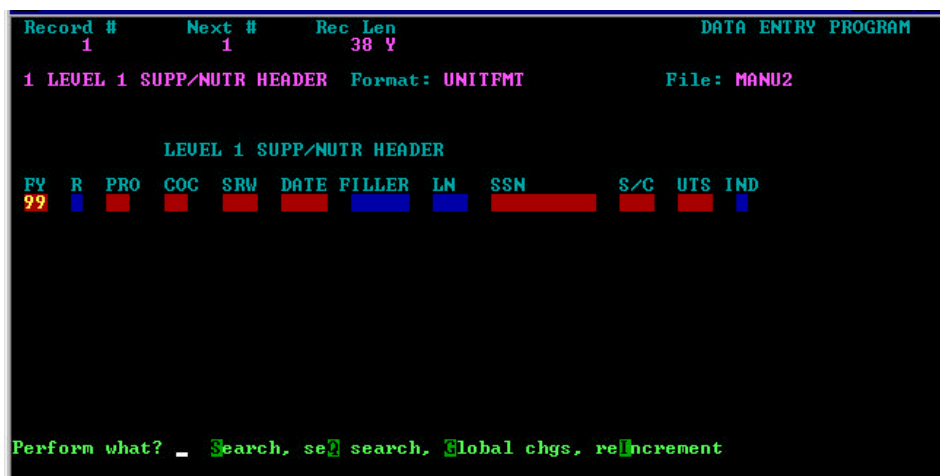 entered. Periods will be changed to blanks. If a record code was keyed in the change record, then only records that match the record code will be changed.

FUNCTION KEYS FOR DATA ENTRY PROGRAM

Dup/Skip   (F1)
Verify   (Alt-F1)
Chg Fmt   (F2) (Change Format)
Jmp to Rec   (Alt-F2) (Jump to Record)
Ins   (F3) (Insert)
Ins Rec   (Alt-F3) (Insert Record)
Del   (F4) (Delete)
Del Rec   (Alt-F4) (Delete Record)
Dsp F/T   (F5) (Display Field Totals)
Clear T   (Alt-F5) (Clear Totals)
Calc   (Ctl-F5) (Calculate)
Perform   (F6)
          "S" Search by Content
          "Q" Search Seq Content
          "I" ReIncrementing
ReActivate   (Alt-F6) (Activate Record)
Up   (F7)
Home   (Alt-F7)
Down   (F8)
End   (Alt-F8)
Left   (F9)
Acc W/E   (Alt-F9) (Accept with Error)
Right   (F10)
End Task   (Alt-F10)
Switch Files   (Ctl-F10)

PgUp – Page Up will cause the program to display the proceeding 15 records in the data entry file. For standard keyboards in PC style, you must hold the Alt key down to use PgUp.

PgDn – Page Down will cause the program to display the next 15 records in the data entry file. For standard keyboards in PC style, you must hold the ALT key down to us PgDn.

The numeric keypad – While using the PC style keyboard, the numeric keypad will always produce numbers. The cursor movement function of these keys may be used by holding the ALT key and pressing the desire function.

ERROR MESSAGES

{XXXX} for new record length is out of bounds!
Record lengths for a data entry file must be between 2 and 1024 characters long. The number entered by the operator was out of bounds.

{filename} already exists on the disk!
For copying selected records, the target file already exists. For converting a file into a data entry file, the file named is the same as a file that already exists with the file extension of .DE. You will have to rename one of the files in order to perform the task again.

{filename} already has CR?LF's in it!
The file selected to have CR/LF's placed after each record already has a CR/LF in the first 1026 characters of the file.

{filename} does not have CR/FL's in it!
The file selected to have the CR/LF's removed did not have any CR/LF's in the first 1026 characters of the file.

{filename} has only {xxxx} records in it!
The starting record number does not exist in the data entry file, so no records will be selected.

{filename} is an invalid filename!
The filename is to long or invalid or the path cannot be found the way it is specified. Check "File Specification" in the **DOS** Manual for information on valid filenames, and correct the filename in error.

{filename} is empty!
The file selected to converted into a data entry file is empty. This may occur if the file is not a standard ASCII text file, it has an End of File mark in the first position, or it has a null character in the first position of the file.

{filename} is empty to not a valid Data Entry file!
The file selected by the operator was not a valid data entry file. This message may occur if the file has been damaged. A file can be damaged if any program using the file is interrupted before normal end of job. Interruptions can be caused by a power failure, rebooting the system (Ctl-Alt-Del), by a program bug that terminates the program, or by an active diskette being removed. Some or all of the records in the file may be recovered by converting the file to a data entry file using the appropriate option on the Data Entry Menu.

{filename} not found on disk!
The file was not found on the specified disk or subdirectory. Select another**.**

All fields Dup'd or Skipped!
Press Dup/Skip key to stop processing.
All of the fields in the format were defined as either Protected, Auto Dup's or Auto Skipped fields. You can stop the automatic processing, by turning Dup/Skip OFF.

All fields Skipped!
Press F2 to stop processing.
All of the fields in the format were defined as either Protected or Auto Skipped fields. To stop the automatic processing of records, you must change the format using F2.

Alphabetical field!
(A-Z/./,/-/**blank) Only!**
An alphabetical field may only contain the characters specified. Change the Data Type to "blank" instead of "A" to allow the entry of any character in a field.

An invalid format has been partially loaded.
The Format Generator will try to recover as much of the format as it can if you proceed. Press the **Esc** key and you will be given the choice of canceling or proceeding. If you choose to proceed, the original (invalid) format will be given a filename extension of .**BAK**, so that you can try other methods of recovery later, if desired.

Cannot process a .BAK file!
Rename it first.
You may not specify a filename extension of .**BAK**. To process the file, rename it first so that the extension is anything other than .**BAK**.

DEHIST.SYS – the operator Statistics History file is empty!
No records were found in the Operator Statistics History file for the specified directory. Try another disk or path name.

Device I/O Error!
Diskette may be bad.
An error occurred on a device input or output operation. The diskette may be bad. If so, try copying any existing files to a new disk and reformat the bad disk.

Diskette bad!
Use a different diskette.
The controller attachment card detected a hardware or media fault. Usually this means that the disk has gone bad. Copy any existing files to a new disk and reformat the bad disk or discard it.

Disk full!
Clear unwanted files.
All diskette storage space is in use. If there are any files on the diskette that you no longer need, erase them or use a new diskette.

End of File!
Last record verified.
In verify mode, when the last record has been verified, this message is displayed. After unlocking the keyboard, the program will automatically switch back into Enter mode.

Enter Required Parameter….
The parameter being prompted for is required. You may not leave it blank. To end menu selection without running it, press Alt-F10.

Error #XX in statement #xxxx.
This error was not expected by the program. Most of the time, this type of message can be traced to an invalid format, when you are using the Data Entry Program. If you cannot figure out what has caused the error, please record the Error #, the Statement #, and the program that you were using and report the problem to Computer Keyes technical support.

Field (-) invalid!
Use – key.
The Field – key may only be used in a signed numeric field to produce a negative value. To key a dash in an alpha field, use the – key (in the alpha section of the keyboard).

Field invalid!
Use ? to review table entries.
The field keyed does not exist in the table set up for field validation. By pressing (?) repeatedly the operator will be shown all of the valid entries for the field. To unlock the keyboard and continue keying, you must press the **Esc** key. You can force the program to accept the invalid field, by pressing **Esc** then **Alt-F9** (Accept with Error).

Field is full!
Use a Field Exit key.
A right justified field must be exited using one of the following Field Exit keys: Field Exit, Right Adj, Field +, or Field -.

File already exists!
The file named already exists on the specified disk. Select another name.

File has record length of XXX!
Cannot process.
The format's record length is not the same as the file's record length. The program will not allow a file to be processed unless they match. The record length of a file can be changed using an option on the Data Entry Menu.

File is not a Data Entry file!
Select another.
Only valid data entry files may be processed by the Data Entry Program. This may occur if a data entry file has been damaged. Files can get damaged when a program using the file is interrupted before the program can close the file. A damaged file or a file that has been transferred from another system may be converted into a data entry file using an option on the Data Entry Menu.

Format is invalid!
Select another.
The format may have been damaged.

Format not found!
Try another name or diskette.
The format named was not found in the specified directory. Try another diskette or directory.

Input past end of file!
The file may have been damaged. You may try recovering the data from the file, by converting the file to a data entry file, using an option on the Data Entry Menu.

Insert diskette and close the drive door.
The diskette drive door is open or a diskette is not in the drive.

Ins/Del key not allowed in an 'Adjusted' field or a Verify field!
The **Ins** or **Del** function keys may not be used to insert or delete characters in a right justified field or in a field that is being verified. The entire field must be rekeyed.

Invalid check digit!
Rekey field.
The field keyed does not have a valid self-check digit. The operator can force the program to accept the invalid field, by pressing **Esc** then **Alt-F9** (Accept with Error).

Invalid device!
Device not available.
You tried to use a device that does not exist.
Either you do not have the hardware, or you have disabled the device.

Invalid name!
[drive:]name (1 to 8 characters)
The filename is too long or invalid or the path cannot be found the way it is specified. Check "File Specification" in the **DOS** Manual for information on valid filenames, and correct the filename in error.

Invalid name!
Do not key the filename extension (.FMT).
When specifying a '*format name*' do not key a filename extension. The program will assign the extension .FMT to the name that you key.

Justified field!
Embedded blanks are not valid.
Use a Field Exit key.
A right justified field must be exited using one of the following Field Exit keys: Field Exit, Right Adj, Field +, or Field -. Zero filled fields may not have any embedded blanks.

Mandatory Entry field!
Key at least 1 character.
This field is a mandatory entry field. You must key at least 1 character in the field before the record can be written to the file.

This field is a mandatory fill field. If at least 1 character is keyed into the field, then all positions must be filled. The operator can force the program to accept the invalid field, by pressing **Esc** the **Alt-F9** (Accept with Error).

Numeric field!
Digits (0-9) Only.
The field being keyed is a numeric field (type D or S). Only the digits 0-9 are valid.

Note: The numeric keypad on the right hand side of the keyboard cannot be used when the DE style keyboard has been activated.

Numeric field!
(0-9/./-/,/+) Only!
The current field is a numeric field (type N). Only the digits 0-9, a period, a dash, a comma, or a plus sign may be entered in the field. When the operator uses the DE style keyboard, numeric shift can be overridden by holding either of the shift keys and pressing the desired key.

Out of Range!
The field keyed is not within the ranges set up for its validation. The lower and upper limits for the field will be shown on the screen. The operator can force the Data Entry Program to accept an invalid field, by pressing **Esc** then **Alt-F9**. (Accept with Error).

Path not found!
[drive:][path]
The path name specified was not found on the disk. Try another name. DOS is unable to find the path the way it is specified.

Permission denied!   File is locked or write-protected.
You tried to write to a diskette that is write-protected. Or, you attempted to read or write a record that were locked by another process. Or, you attempted to open a file that was locked by another process.

Rename across disks!
You tried to rename a file but specified the wrong disk. When you use RENAME, the drive you specify must be the same for the old filename and the new filename.

The 2 filenames must not be the same!
When copying selected records the source and target filenames cannot be the same.

Too many files! Use a different disk.
An attempt was made to create a new file when all directory entries on the disk are full, or when the file specification is invalid.

Trying to insert too many records!
The maximum number of records that can be placed in a data entry file is 9999. This message will be displayed if the number of records being inserted will cause the file size to exceed this limit.

Valid Characters are….
The current field has a custom Data Type defined for it. The valid characters should be listed in the message. If no characters are listed, check the format to see if the Data Type is defined correctly in the Table section.

Verify Mismatch!
Press Esc to continue/Correct Field/Display Original!
The character just keyed does not match the original data in the record. You must press the **Esc** key to unlock the keyboard. Then you may key the correct character to continue. Or you may key the correct character to continue. Or you may press the **Esc** key a second time to start a Verify Field Correction. Pressing the **Esc** key for a third time will allow you to view the original field in the Status are.